

IN-HOUSE POSTING



POSITION: SYEP Maintenance Worker
Temporary
\$8.06
POSTED: 05/10/2011
Applications due by June 7, 2011

Position Summary:

Under close supervision, youth workers perform general administrative and maintenance duties to ensure a safe comfortable environment for Tribal members and employees. Assigned duties may include preparing meeting agendas, answering and routing telephone calls, recording incoming messages, general filing, safety housekeeping, janitorial assistance and light maintenance work including but not limited to: lawn mowing, painting, landscaping, window washing, materials recovery (recycling) and rubbish removal.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Maintain files on correspondence and incoming telephone calls.
- Cleaning/janitorial service on Tribal property including solid waste (trash) disposal.
- Maintain grounds around all tribal buildings, business operations, Howonquet Cemetery and vacant lands as directed.
- Maintain parking and other common areas to create a safe, sanitary environment.
- Support overall Tribal operations by assisting in any other task at the direction of the Tribal Facilities Maintenance Manager.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- Must be age 15-21 and in school.
- Must be willing to learn the skills necessary for Receptionist.
- Ability to speak, read and write English fluently and have the ability to communicate effectively verbally and in writing.
- Ability to use various hand tools and power tools; including, but not limited to, lawnmowers, sweepers, and chainsaws.
- Ability to maintain the strictest confidence.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

Mathematical Skills:

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands:

Ability to walk, sit, lift, and climb. Ability to use scaffolding ladders, and other climbing equipment as needed.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

Work may be performed inside in an office environment or outdoors, depending on assigned tasks.

CONTACT HUMAN RESOURCES FOR FURTHER DETAILED JOB DESCRIPTION INFORMATION AND TO SUBMIT AN APPLICATION.